

THE WHITE HOUSE

WASHINGTON

July 31, 1981

MEMORANDUM FOR: EOP AGENCY HEADS  
EOP ADMINISTRATIVE CONTACTS

FROM: JOHN F. W. ROGERS *Ji*  
SPECIAL ASSISTANT TO THE PRESIDENT  
FOR ADMINISTRATION  
DIRECTOR OF THE OFFICE OF ADMINISTRATION

SUBJECT: Clearances for New ADP Equipment

As the use of ADP equipment in the EOP Agencies grows, security implications are compounded and the jobs of the Secret Service and the White House Communications Agency become more difficult. Therefore, the following procedures are to be followed immediately.

- (1) Any new ADP equipment such as minicomputers, microcomputers, terminals, word processing equipment or communications capabilities must be cleared through the Secret Service.
- (2) The Office of Administration staff has been directed not to process any procurement actions for ADP equipment which does not have an OA Form No. 33 attached showing that the proper clearances have been received. A copy of that form is attached. The form should be completed and started through the clearance procedures as soon as a decision has been made to acquire equipment for various areas within the complex.
- (3) The Secret Service, Technical Security Division (TSD), is responsible for determining that the National Policy on Control of Compromising Emanations (TEMPEST) is complied with for equipment being acquired under any arrangement. To the extent possible, all other equipment must meet MIL-STD 461 and any deviation from this standard must be approved by TSD, Secret Service. The Office of Administration has been instructed to include these requirements in any purchase actions.

Beginning immediately, the OA Form 33 is to be initiated before any ADP equipment, even on a loan or test basis, may be brought into the complex. OA's contracting office is to be notified by copy of the form when test equipment is being brought into the complex.

Please notify your staff of this requirement.